

October 2023

Realnz Health & Safety Policy

We are Guardians / He Kaitiaki matau

In accordance with our value, "He Kaitiaki matau/We are Guardians", RealNZ acknowledges our role as Kaitiaki/Guardians of our people, our places, and their heritage. It is our responsibility to protect and preserve our places, keep them safe for our people & guests to experience, and return our people home safe & well from our unique experiences each day.

Policy Statement & Scope

Realnz is committed to providing and maintaining a healthy and safe work environment for our people, guests, visitors & contractors who work in and visit our experience locations and work sites.

Realnz has implemented a Safety Management System that applies to all business operations and functions throughout the group. All Managers are responsible for implementation, delivery and monitoring of safety management systems.

All of our people are expected to join our commitment to health, safety and environmental policies and goals and comply with this policy

Primary Duty of Care

Real NZ Board of Directors and its Officers acknowledge their responsibility for health and safety at work as their primary duty of care. This includes, but is not limited to, so far as is reasonably practicable;

- providing and maintaining a work environment that is without risks to health and safety
- providing and maintaining safe plant and structures
- providing and maintaining safe systems of work
- ensuring the safe use, handling and storage of plant, structures and substances
- providing adequate facilities for the welfare, at work, of workers carrying out work for the business including ensuring access to our facilities
- providing all necessary information, training, instruction, and supervision to protect our people from risks to their health and safety arising from work carried out as part of our business
- monitoring the health of workers and the conditions in the workplace for the purpose of preventing injury or illness of workers arising from the conduct of our business.

- providing safe and healthy worker accommodation (where applicable)

Leadership

Realnz Officers will exercise due diligence to ensure that the business meets its Health and Safety obligations under Health & Safety at Work Act 2015.

Realnz operates a Health and Safety Board sub-committee and an Executive Leadership Team and who have overall responsibility for facilitating the implementation, monitoring, reviewing and planning of health and safety systems, management, policies and practices.

PCBU Duties

RealNZ will, so far as is reasonably practicable, consult, cooperate and coordinate activities with all other businesses they share overlapping duties with by.

- discussing what work activities are being carried out
- agreeing on the degree of influence and control each business has
- agreeing on who will manage what and how it will be managed
- monitoring and checking on joint activities on an ongoing basis.

Worker participation

RealNZ value & actively support our Health and Safety committees which provide our workers, H&S Representatives and Managers the opportunity to actively meet, discuss and participate in the management, improvement and promotion of health, safety & wellbeing within the workplace.

Health & Wellbeing

RealNZ promotes & supports employee health & wellbeing through our workplace health practices, wellbeing activities, company culture and leadership. We recognise the positive outcomes that work/life balance and prioritisation peoples wellbeing bring to the workplace and the contributions they make each day.

Document Approval

NAME Janelle Somerville **TITLE** Chief People & Safety Officer

SIGNATURE



DATE 09 October 2023

Health & Safety Responsibilities

Realnz is responsible for

- Setting health and safety objectives and performance criteria.
- Annually reviewing health and safety objectives.
- Requiring the accurate and timely reporting and recording of incidents, injuries and near misses.
- Investigating all reported incidents and injuries and take corrective actions.
- Actively encouraging the early reporting of any pain or discomfort relating to any work injury.
- Supporting a treatment and rehab plan that ensures a safe & early return to work.
- Identifying all existing and new risks and taking all reasonable and practicable steps to eliminate and minimise exposure to any significant hazards.
- Ensuring that employees are informed of all hazards in their work area and are trained to perform their duties safely.
- Encouraging employee participation in matters relating to health and safety.
- Promoting continuous improvement, including the regular review of policies and procedures.
- Developing plans for emergencies, including Business Continuity and Emergency response - ensuring staff are fully briefed on these procedures.
- Meeting our obligations under the Health and Safety at Work Act 2015, related legislation, industry guidelines and approved Codes of Practice.

Realnz Managers are responsible for

- Providing and demonstrating Leadership in Health & Safety across RealNZ
- Ensuring the health and safety & wellbeing of our people at work and that all aspects of this policy are adhered to by employees and contractors.
- Identifying and monitoring hazards, risk & controls
- Proactively taking corrective action where any aspect of this policy is not being adhered to, escalating where required.
- Actively promoting a culture of safety in the workplace by providing employees with information, training and encouragement to participate in health and safety management practices

- Maintaining up-to-date knowledge of health and safety legislation and best practice, sharing these updates with team members and keeping everyone informed of changes as they arise.
- Investigating and improving safety systems, procedures and controls at pace and with urgency

Realnz Workers/Employees are responsible for

- Actively looking after their own safety and the safety of other staff, guests, contractors and visitors. (including using personal protective and other safety equipment provided).
- Ensuring all incidents, near misses, injuries, risks and potential hazards are reported immediately to an appropriate manager.
- Stopping unsafe behaviour and / or work practices
- Stopping work if they feel unsafe and escalate to their leader or on site manager
- Observing all workplace health and safety policies, procedures, rules and instructions.
- Early reporting of any injury, pain or discomfort.
- Taking an active role in any recommended treatment and rehabilitation plan, to ensure an 'early and durable return to work'

Contractors & Agency partners/suppliers are responsible for

- Following legislation requirements and ensuring that any changes to procedures and hazard controls are implemented when information has been provided about changes in legislation, regulations, standards, codes of practice or industry rules
- Using an appropriate system to record, capture and report all incidents and accidents
- Ensuring that appropriate resources are allocated for safety and health management
- Ensuring that employees and contractors have the competency necessary to undertake their work safely
- Ensuring that site hazards are identified, assessed and managed in accordance with RealNZ processes and ensure that identified hazards are effectively controlled on sites
- Developing programmes to ensure safety is continuously improved through effective objectives and programmes in consultation with employees.